



POSITION ANNOUNCEMENT

Nancy S. Grasmick
State Superintendent of Schools

Human Resource Management · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

DIVISION OF CAREER TECHNOLOGY AND ADULT LEARNING CORRECTIONAL EDUCATION PROGRAM

August 19, 2005

OPEN AND CONTINUOUS RECRUITMENT

The Maryland State Department of Education is accepting applications on a continuing basis to build an applicant pool for anticipated position vacancies in correctional facilities. Applicants will remain active for one year following receipt and will be considered as openings occur.

POSITION TITLE: Teacher, Correctional Special Education

SALARY: Salary to be determined following assessment of the applicant's education and experience.

NATURE OF WORK: This is a professional position responsible for providing special education services to eligible inmates under age 21 in accordance with State and federal laws and direct instruction in accordance with Individualized Education Programs (IEP).

DUTIES AND RESPONSIBILITIES: Conducts special education screening procedures in accordance with legal mandates; acts as the IEP team case manager in preparation for and participation in meetings; conducts educational assessments with standardized test instruments and prepares written reports; maintains confidential records and files; provides direct instruction for students eligible for special education in accordance with IEPs.

MINIMUM QUALIFICATIONS: A Bachelor's Degree and one year of professional teaching experience in Special Education. Candidates must be eligible for or willing to obtain certification in Special Education by the Maryland State Department of Education.

ESSENTIAL REQUIREMENTS: Knowledge of State and federal laws for special education; knowledge of the principles and practices of adult special education; knowledge of the subject areas taught in adult secondary education; knowledge of teaching methods for adult learners; skill in the use of assessment instruments; ability to develop appropriate educational goals and objectives; ability to communicate effectively, both orally and in writing.

PROCEDURE FOR APPLICATION: Applicants must include their resume and complete a Maryland State Department of Education (MSDE) Application for Employment indicating application for Teacher, Correctional Special Education. The application, resume, and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential requirements for the position. Completed Applications must be directed to the Staff Employment Section, Human Resource Management Branch, Maryland State Department of Education, 200 W. Baltimore Street, Baltimore, MD 21201 or faxed to 410.333.8950.

For inquiries or an MSDE Application, contact 410.767.0019 or TTY/TDD 410.333.3045, or visit our website at: www.marylandpublicschools.org/MSDE/aboutmsde/jobs.
Appropriate accommodations for individuals with disabilities are available upon request.

AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE

PROCESS:

Upon receipt, applications will be screened and placed in one of these categories: Best Qualified, Better Qualified, Qualified, or Not Qualified. Applicants will be notified of their category. Applications will continue active consideration for one year from the date of receipt. Requests to continue active consideration for an additional year will be honored providing the request is made in the twelfth month of receipt of the application. If an applicant declines to be interviewed two times or refuses a position two times, the application will be removed from active consideration.

**CONDITIONS OF
EMPLOYMENT:**

Employees in this classification are subject to Substance Abuse Testing in accordance with Code of Maryland Regulation 17.04.09, Testing for Illegal Use of Drugs. Applicants must consent to State Police Investigation as a routine procedure for all employees required to work in State Correctional Institutions. Proof of eligibility to work in compliance with the Immigration Reform and Control Act is required. If, once employed, it is determined that the incumbent does not qualify for at least a Provisional Certificate, the incumbent's employment will be terminated. Also, failure to obtain and maintain a Maryland Teaching Certificate will be the basis for termination of employment.

CLOSING DATE:

Open and Continuous